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**Request for Entry of Order of Instructions to Employer Regarding Wages**

**STEP 1** Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.



**STEP 2** The **Case Number** screen displays.

A screenshot of the "Case Number" screen. It has a title bar that says "Case Number". Below the title bar is a text input field containing the number "03-20839". At the bottom of the screen are two buttons: "Next" and "Clear".

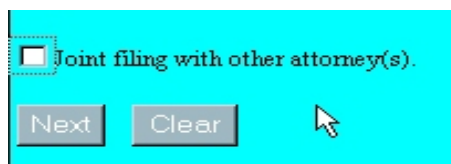
- ◆ Enter a **Case Number**
- ◆ Click on the **Next** button.

**STEP 3** The **Select the Type of Document** screen displays.

A screenshot of the "Select the Type of Document" screen. At the top, it shows the case number and name: "2:03-bk-20839 John Erwin Doeferd". Below this is a large list box containing the following document types: "Proof of Subpoena Served", "Proposed Order", "Reaffirmation Agreement", "Recision of Reaffirmation Agreement", "Redemption Agreement", "Report (Generic)", "Request for Admissions", and "Request for Entry of Order of Instruction Regarding Wages". A mouse cursor is pointing at the last option. At the bottom are two buttons: "Next" and "Clear".


- ◆ Using up and down arrows to right of box, scroll the options to find and highlight type of document being filed.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



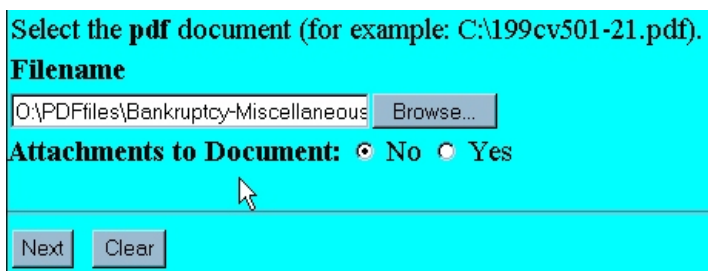
- ◆ Leave the **Joint filing with other attorney(s)** box unchecked.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



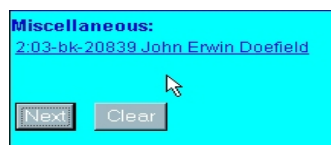
- ◆ Click on the name of the party filing to highlight.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



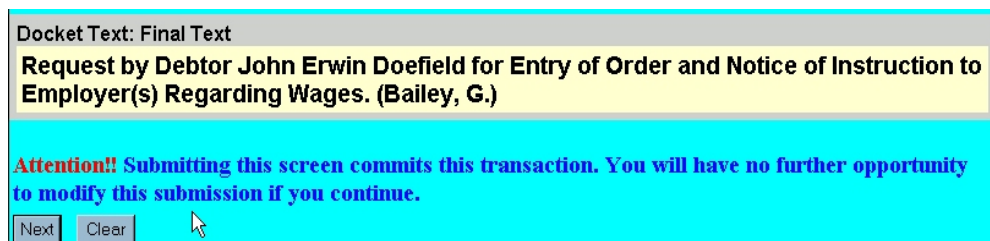
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

**STEP 7** A case verification screen displays.



- ◆ Verify you are working in the right case.
- ◆ Click on the **Next** button.

**STEP 8** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries. To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.
- ◆ Click on the **Next** button.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

